

International Student Guide for New International Students



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SWINBURNE
UNIVERSITY OF
TECHNOLOGY
SARAWAK CAMPUS

Getting to know campus

There are great things about the University's academic programs, our entrepreneurial programs and research. Now you will be part of this community everyday. Below is a campus map with places that you want to make sure that you visit:



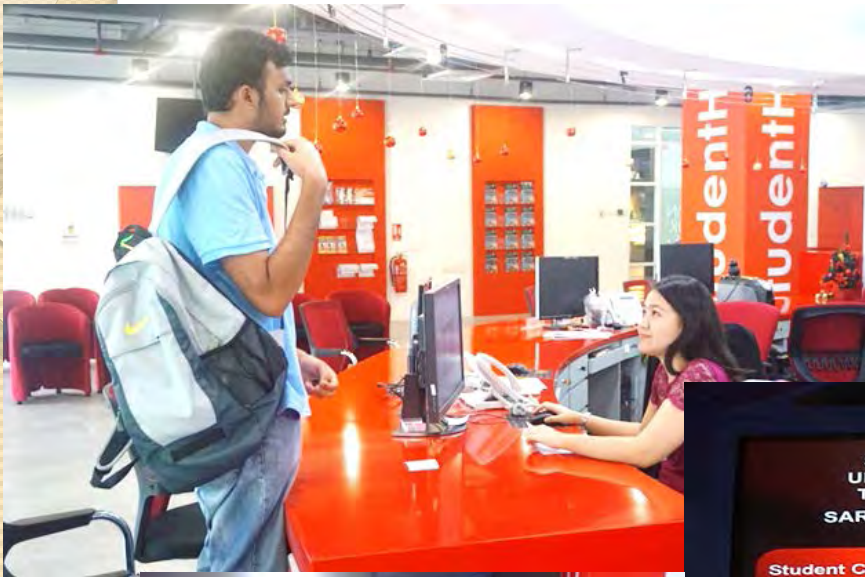
- A – Chancellery, studentHQ
- B – Business, IT and Science
- E – Engineering
- G - Administration, Language & Foundation
- L - Lecture Theatre
- P - Multi-storey Car Park, Tennis & Futsal Court
- R - Multi-purpose Hall, SwinGym

Getting to know campus

Welcome to studentHQ

studentHQ provides a range of support and services to help students gain as much as possible from their time at Swinburne Sarawak. Our services support you in achieving your learning objectives. All services offered remains personal and confidential.





Getting to know campus

On-Campus Accommodation

The University's on-campus hostel is located along Jalan Simpang Tiga and can accommodate 478 students. Full-time international and outstation students are given priority to reside at the hostel. First-year Foundation/Degree students are encouraged to reside at the hostel. The on-campus hostel offers a conducive environment with 24-hour security and general supervision.



Log in:

<http://www.swinburne.edu.my/student-operations/student-hq/student-accomodation/>

Participating in Orientation

These orientation programs allow you to experience the different aspects of University life with the guidance and support of senior students together with the staff. It s compulsory for you to participate in:

- >> International students briefing to find out about the services offered
- >> Academic Briefings
- >> Interaction with Student Council and senior students



BBQ at Chilling Crib





Interactive session



A trip to Waterfront



A taste of Rojak(local fruit salad)

Getting Ready for classes

Academic Calendar (AC)

Know your Academic calendar and program outline so you can plan your event and mid term break.

Log on: <http://www.swinburne.edu.my/student-operations/student-administration/calendar>

Getting your Learning Materials and Notes

Swinburne Blackboard is our Learning Management System. It will help you to get all your notes, view your grades, send in your assignments etc.

For more information

http://www.swinburne.edu.my/itsweb/students/self_help/index.html



Student ID

All students at Swinburne must have a student identification card.

You will need it to:

- >> sit for your final exams
- >> Library & other on campus facilities

log on: <http://www.swinburne.edu.my/student-operations/student-hq/student-central/id-cards.php>

Getting Ready for classes

Student Webmail - Office 365

Student Webmail service transition to Office 365 for education has begun on 13th June 2013.

Office 365 account

Account to be used as official university-related email and collaboration, with mailbox to 25GB per user. Login to Office 365 account at <http://mail.office365.com> using the same username and password

Username: Your student email address

studentID@students.swinburne.edu.my

E.g.: 4337237@students.swinburne.edu.my

Password: Your default password is your date of birth (YYYYMMDD)

To reset password, contact [ITS Service Desk](#)

Personal Microsoft account

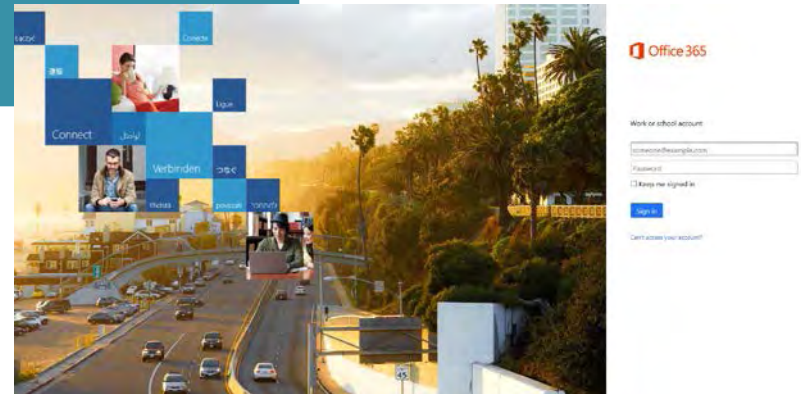
Provide access to your existing OneDrive account.

Login to your OneDrive at <https://onedrive.live.com/> using the same username and password

The university will no longer provide any support or creating Personal Microsoft Account for students.

For more information

http://www.swinburne.edu.my/itsweb/students/self_help/index.html



Leisure & Adventure

Spend or Save

There are a number of shopping complexes and malls in Kuching City. The biggest and nearest shopping mall is *The Spring* where you can find almost anything from food, electrical items, computers and accessories, cosmetics, apparel, shoes, bags, belts, and groceries. *The Spring* is located just opposite the University on the other side of the main road. Traffic is heavy and you are strongly advised to cross using the overhead bridge nearby.



SARAWAK PLAZA



Viva City



The Spring mall

Hills Shopping Mall



City One

Leisure & Adventure

International Experience

There are a number of activities available for week-ends or short breaks. Both provide discovery and adventure opportunities like jungle trekking or a simple outing to admire nature.



Sarawak Cultural Village



Semenggoh National Park



Malay Traditional Wedding



Bako National Park



Homestay and Foster family



Water activity

Food for soul

- Malaysian cuisines are delicious and tasty. You can have Chinese, Malay or Indian food western food very easily. You have your choice of various hawker foods in the University canteen.

Food Court

- For those who are adventurous with food, the food court is the place for you. A food court can house from 10 to 50 stalls offering cuisines from around the world under one roof so you would be spoilt for choice and never have to repeat dishes each time you come for lunch or dinner. Food courts in shopping malls serve mostly halal food but those in other commercial places may not. So, look out for the halal sign before you place an order. Western and Asian food are also available at *The Spring* and at other places in town. A wide choice of western, oriental and fusion food are available at Kenny Rogers, Starbucks, Manhattan Fish Market and Secret Recipe – all at *The Spring*.



Weather Information

Malaysia is a tropical country with temperature from 21 Celsius to 32 Celsius, Cotton clothing will make you cooler.



Malaysian Culture and Ettiquutte

Introductions are normally acknowledged with a **HANDSHAKE**



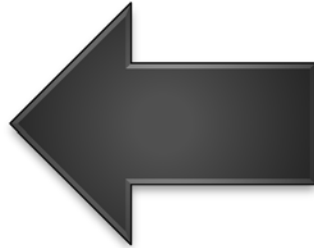
The right fore finger is not used for pointing at places, objects or persons. The thumb of the right hand with the four fingers folded under is the preferred usage



Malaysia is a country with multiple cultures and multiple ethnic groups. They are Malays, Indians, and Chinese along with other ethnics such as Orang Asli, Iban, Bidayuh, Orang Ulu, Kadazan Dusuns and others.

The right hand is used when eating with the fingers and when giving or receiving objects

Malaysian Culture and Ettiquutte



Public behaviour is especially important in Malaysian culture. Most Malaysians refrain from displaying affection (i.e. **embracing or kissing in public**). As a visitor it is appropriate for you to do the same.

THE NATIONAL LANGUAGE IS THE MALAY LANGUAGE. **ENGLISH IS ALSO USED WIDELY IN SARAWAK**

Some common words, phrases and expressions to help you get started :

Selamat datang ke Malaysia.
Welcome to Malaysia

Apa khabar ?
How are you ?

Khabar baik.
I am fine.

Berapa harga ini ?
How much is this ?

Malaysia Festival & Celebration

Malaysia is a land of many colorful festivals and celebrations.



Christmas – a celebration of the birth of Jesus Christ which falls on the 25th of December.



Deepavali – Celebrated in the Hindu month of Kartik in October/November. It is also known as the Festival of Lights



Hari Raya Aidil Fitri – Celebrated by the Muslims signifying the end of the fasting month (Ramadan).



Chinese New Year – Celebrated on the first day of the Chinese Lunar Calendar.



Gawai – celebrated by the Dayak community of Sarawak from the 1st of June for a month to mark the end of the paddy harvesting season and the beginning of the new planting season.

Clubs and Societies



Badminton Club



Volleyball Club



Basketball Club



There are many clubs and societies for students to choose from depending on your interests and what you want to do in your leisure time. During the orientation program, the various clubs and societies will showcase their activities to attract new members. During this time, new students are encouraged to register and join clubs of their choice.



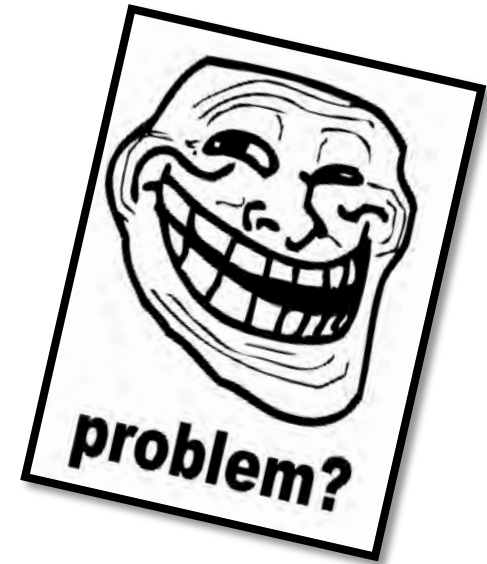
Dance Club



Music Club and more

Counseling & Guidance

Counseling offers an opportunity to talk in confidence about issues that concern you. These issues may include anxiety, depression, family concerns, difficulty in adjusting to a new life and environment, study related issues, relationship issues, aggressive and violent behaviour, suicidal tendencies, worries about health etc.



Counseling Services



Malaysia Student Pass and Visa

Under the Malaysia Government Legislation, the enrolment of International Students is governed by the immigration Regulations 1963.

As an international student you can enter the country on a student visa provided:

- You have accepted an offer for a full time course of study at a public or private college or university approved by the Ministry of Home Affairs.
- You have the financial capability to meet course fees and living expenses.
- You do not intend to work in Malaysia and you must prepare to leave the country once you complete your studies.

VISA RENEWAL/EXTENSION

- You need to submit your passport and payment (RM60.00) depending on your country) to the officer in charge in the Student Services at least **(2) month** before the visa expires.
- You may not be able to have your visa renewed or extended if you fail to demonstrate your academic capability.

VISA CANCELTION

- You are required to cancel your Malaysian Student Visa when you withdraw from the course or you wish to transfer to another institution or you have completed your course of study.

PASSPORT RENEWAL

- Passport renewal is the responsibility of the passport holder (student), and University will not be responsible for any charges incurred in the procedure.
- You are advised to renew your passport before your Student Visa expires and it can be done at your country's Consulate or Embassy in Malaysia.
- Documents needed for passport renewal are the **student confirmation Letter from University** and your **Current Passport**.

Health Plan



How to use?

Out patient

At the panel clinic → present the insurance card → register → consultation
After consultation → receive medication (if prescribed) → allow the clinic staff to swipe your card.

In patient

Produce the insurance card at the panel hospital and make payment for hospital deposit (RM300 – RM500)

Part Time Employment for International Students

Under the present Immigration Rules & Regulations, international students are allowed to work part-time. Part time jobs are only allowed during the semester break. A student can work up to a maximum of 20 hours per week.



Fuel / Petrol
attendant



Shop Assistant



Waiter /
waitress



Sales assistant

For more information;

http://www.moe.gov.my/pdf/MOHE/guidebook_pelajar_antarabangsa.pdf

Banking Arrangement



- All banking arrangement with others banks except RHB Simpang Tiga Branch, require s the customer to have at least a valid visa for 12 months in Kuching, Sarawak. Therefore, it is not advisable for a student to open a savings account before the student visa is granted.
- Documents needed for opening a Saving Account:
 - 1) **Student Confirmation Letter from University**
 - 2) **Passport with Valid Student Visa**
 - 3) **Minimum amount of RM250.00**

Money Changer in Kuching

Licensed Money Changer

Lot 111, Level, Tun Jugah Centre, Kuching
93350 Kuching, Sarawak.
082-428151

Everrise Money Changer

Ground Floor, Bangunan Hin Ann,
Jalan Padungan, Kuching,
93100 Kuching, Sarawak.
082-233200

Mohamed Yahia & Sons

LG, Sarawak Plaza,
Jalan Tunku Abdul Rahman, Kuching,
93100 Kuching, Sarawak.
082-416928

Segi Ganjaran Sdn Bhd

Ground Floor, Lot 187,
Liwah Hotel, Jalan Song Thian Cheok, Kuching,
93100 Kuching, Sarawak
082-236327



Malaysia Law

“Trafficking of Illegal Drugs carries the mandatory death penalty in Malaysia”



Banned or illicit drugs in Malaysia include Marijuana, Heroin, Cocaine, Ecstasy, Ice, PSD, Crystal Meth and other.

International Student Office

The International Student Office is here to support you during your time at Swinburne Sarawak. We can help you to understand what is required of you as an international student and help you through any issues you may face.

Other services are also available for academic, personal and welfare support.

Students who experience unexpected or serious illness or are affected by world or natural events in home country which affect their ability to be successful in studies should notify International Student Office immediately.

To make appointment:

Email : iss@swinburne.edu.my

Phone: 082 – 260 790 / 082 – 260758

Mobile number: 082 – 260 600 (press extension 5005 or 5006)

Our location: counter 11, student HQ, Building A, A001



The Checklist

To prepare for the start of semester, did I:

- ☐ Get to know the campus
- ☐ Arrange payment of my fees (if applicable)
- ☐ Attend Orientation
- ☐ Pick up my Swinburne student ID
- ☐ Test my Swinburne student webmail and BlackBoard Account
- ☐ Check Academic Calendar
- ☐ Buy my books and supplies

To ensure my success in Swinburne, I should:

- ☐ Visit the Student Experience & Activities team in the MultiPurposes Hall (MPH)
- ☐ Make sure I am prepared for class
- ☐ Participate in class
- ☐ Look at the list of clubs, societies and sports to find something to get involved in
- ☐ Speak with an International Student Advisor if I have any questions
- ☐ Go for a tour of the library
- ☐ Check what paperwork I need if I am going to travel during my studies

Useful and Important Telephone Numbers (perhaps to be saved in your mobile contact list)

- | | |
|---|-------------|
| • Swinburne Security | 082-260 991 |
| • Central Police Station | 082-241 222 |
| • Mobile Police Vehicle (Kuching Hotline) | 082-244 444 |
| • Taxi Station | 082-343 343 |
| • Air Asia Office | 082-283 222 |
| • Sarawak Cultural Village | 082-846 411 |
| • Emergency (Ambulance/Police) | 999 |
| • Fire Department | 994 |
| • Kuching Specialist Hospital | 082-365 777 |
| • Sarawak General Hospital | 082-257 555 |
| • Borneo Medical Center | 082-507 333 |

